DEADLINES FOR VERIFICATION AND
CERTIFICATION OF 2016–17 SCHOOL YEAR DATA IN SIRS
Last Updated 02/21/2017

Date/ Estimated Date:	Data Extract or Certification:	Purpose of Collection:	Applicable To:
January 6, 2017	2016–17 BEDS Day Enrollment **Data Extract**	Counts of UPK students are collected for the purpose of calculating UPK grant funding as well as eligibility for mid-year expansion funding. Enrollment by grade, district of residence, district Pre-K, and supplemental enrollment counts are collected for the purpose of calculating preliminary State Aid allocations Enrollment counts are also used to create the USED Directory, which is the official directory of all schools and districts for federal reporting and which serves as a sampling frame for federal statistical studies, defines the universe for the CRDC, and populates, the list of schools used on the FAFSA.	Public School Districts, Charter Schools
January 9, 2017	2016-17 Data **Certification** of Special Education Data Elements VR 1-9 through PD Data System	Districts and nonpublic schools are required to certify data as Accurate or Not Accurate. Status will be defaulted to Not Accurate in the PD system for entities that do not certify.	Public School Districts, nonpublic schools, Special Acts, Article 81, State Agencies, State Operated
February 24, 2017	2016-17 ePMF **data due**	Deadline for teachers to submit data (complete ePMF forms).	Public School Districts, BOCES, Charter Schools
March 3, 2017	2016-17 **Data Extract** Staff Snapshot and Staff Assignment Certification of ePMF forms	All non-assignment data populates ePMF forms from Staff Snapshot. Staff and course counts used for federal reporting PMF Teacher data will be certified in the TAA system at https://eservices.nysed.gov/taa/	Public School Districts BOCES, Charter Schools
March 24, 2017	2016–17 BEDS Day Enrollment **Data Extract** 2016–17BEDS Day FRPL **Data Extract**	Enrollment by grade, district of residence, district Pre-K, and supplemental enrollment counts are collected for the purpose of calculating preliminary State Aid allocations. Used for calculating preliminary State Aid allocations. Also reported to USED via EDFacts. All entities need to show FRPL counts in the March snapshot in order to be included in the FRPL data submitted to USED.	Public School Districts, Charter Schools

March/April 2017	2016–17 BEDS Day ELL Counts **Data Extract**	Reported to USED via EDFacts. Supplies part of the Title III Biennial Evaluation Report. All entities with ELL enrollment need to report these students in SIRS with the appropriate ELL/LEP Eligible program service code in the March/April BEDS Day Enrollment snapshot in order to be included in the ELL data file submitted to USED.	Public School Districts, Charter Schools
May 26, 2017	Course Instructor Assignment and Student Class Entry Exit **Data Due**	Required for the reporting of course and staff data for State and federal purposes. These data will not be certified in 2016-17 but must be complete for a comparison with ePMF data slated to be eliminated in 2017-18.	Public School Districts, Charter Schools, BOCES
June 2, 2017 (Tentative)	2016-17 Staff Assignment (Principals only) **Data Due** 2016–17 Staff Student Course (TSDL records) **Data Due**	Used for 2016-17 Principal State-provided growth score calculation purposes. Submit final TSDL (Staff Student Course) and Staff Assignment data, including linkage and duration, for all teachers and principals to be used for 2016-17 teacher and principal State-provided growth score calculation purposes. Staff Student Course records should be verified using the Level 2 SIRS-315 Teacher Student Data Linkage (TSDL) Verification Report.	Public School Districts, BOCES, Charter Schools
June 9, 2017 (Tentative)	2016-17 Staff Student Course (TSDL) & Staff Assignment Data **Statement of Certification**	Certify the accuracy of the data submitted as of the reporting deadline (Certification of Principals only in Staff Assignment.) in the NYSED Business Portal. Staff Assignment records should be verified using the Level 2 SIRS-318 Staff Assignment Verification Report.	Public School Districts, BOCES, Charter Schools
July 7, 2017	2016-17 Regents Exam Scores **Data Extract**	2016–17 scores for Regents exams (including June 2016 records) and approved alternatives to Regents exams to be used in principal evaluation growth score calculations.	Public School Districts and Charter Schools
<mark>August 25, 2017</mark> **Data Due** <mark>August 28, 2017</mark> **Certification**	2016-17 Special Education Data Elements: VR13, VR15, and VR16 through PD Data System	Information relating to each VR is posted at: http://www.p12.nysed.gov/sedcar/data.htm#sirs	Public School Districts
<mark>August 25, 2017</mark>	**All Final 2016-17 SIRS EOY Data Due** (except for Special Education Events, Staff Evaluation)	Used for federal and State reporting purposes, for State Aid allocations, and to make accountability status determinations. Data must be submitted to Level 2 by 11:59 p.m. on due date.	Public School Districts, Charter Schools, State Agencies, BOCES, Nonpublic Schools

August 25, 2017 (Due: October 27, 2017)	**Start of collection** for 2016-17 Evaluation Composite, Category Ratings, and Subcomponent Scores and Ratings	Evaluation Composite Ratings, Category Ratings, and Subcomponent Scores and Ratings for districts implementing an APPR plan under Education Law 3012-d. Eligibility for 2017-18. State Aid is dependent upon submission of Staff Evaluation data for school districts only.	Public School Districts, Charter Schools, BOCES
<mark>September 8, 2017</mark>	**2016-17 SIRS EOY Data Statement of Certification** Form (except for Special Education Events, Staff Evaluation)	Certify the accuracy of data submitted as of the end of year (EOY) reporting deadline.	Public School Districts, Charter Schools (all reports); BOCES; Nonpublic Schools
September 22, 2017 **Data Due** September 25, 2017 **Certification**	2016-17 Data and Certification of Special Education Data Elements: VR 11-12 and VR 14 through PD Data System	Information relating to each VR is posted at: http://www.p12.nysed.gov/sedcar/data.htm#sirs	Public School Districts
October 27, 2017	2016-17 Evaluation Composite Ratings, Category Ratings, & Subcomponent Scores and Ratings **Data due**	2016-17 Staff Evaluation scores and ratings to fulfill data reporting requirements under Education Law 3012- d. Eligibility for 2017-18 State Aid is dependent upon submission of Staff Evaluation data for school districts only. Further information regarding Staff Evaluation data submission will be available in the fall of 2017.	Public School Districts, Charter Schools, BOCES
November 3, 2017	2016-17 **Statement of Confirmation** of Staff Evaluation Rating Verification Report	Certify the accuracy of the Staff Evaluation Rating data submitted as of the October 27 deadline. This form can be accessed and must be submitted via SED Monitoring in NYSED's Application Business Portal at portal.nysed.gov.	Public School Districts, Charter Schools, BOCES
November 2017	August 2017 Graduates for 2016-17Cohort Graduation Rate Data Release	Submission of August 2017 diplomas for students in the 2011 and 2012 total cohorts for reporting 2011 and 2012 total cohort graduates as of August 31, 2016 for the 2015–16 graduation rate release.	Public School Districts and Charters

Enrollment, demographic, assessment (including COSF), Special Education End of Year (EOY) Snapshot, and disability program service records for those students who are potential submission records for the VR 11-16 reports must be submitted by August 11, 2017. Districts should use the List of Potential Student Records report contained in the PD Data System to determine that all students eligible to be included in these reports have been reported with accurate information.

Charter schools with an APPR plan approved by the Commissioner must follow the same reporting requirements as public school districts and BOCES. All other charter schools must report overall rating categories but are not required to report subcomponent scores. Charter schools that are not required to implement the §3012-c-d evaluation rating categories (i.e., highly effective, effective, developing, ineffective) must map their local evaluation rating categories to the State rating categories for State reporting purposes.

Notes:

- BEDS enrollment in the PD System VR1-6 and VR 8 as of January 9, 2017, are reported to USED.
- A staff record must be present in Staff Snapshot before it can be loaded into other staff templates.
- BOCES district superintendents, superintendents and charter school leaders may impose a shorter timeframe for ePMF submissions by teachers.
- Your regional informational center may require an earlier deadline to allow for processing.
- For additional information, refer to http://www.p12.nysed.gov/irs/beds/home.html.
- For additional information including certifications, refer to the school year reporting memo http://www.p12.nysed.gov/irs/memos/.

Acronyms:
APPR = Annual Professional Performance Review
BEDS = Basic Educational Data System
BOCES = Board of Cooperative Educational Services
COSF = Child Outcomes Summary Form
CRDC = Civil Rights Data Collection
ELL = English Language Learners
ENL = English and New Language Program
FAFSA = Free Application for Federal Student Aid
FRPL = Free and Reduced-Price Lunch
IDEA = Individuals with Disabilities Education Act
LEP = Limited English Proficient
LEAs = Local Educational Agencies
PMF = Personnel Master File
SIRS = Student Information Repository System
TAA = Teacher Access and Authorization
TSDL = Teacher-Student Data Linkage
UPK = Universal Prekindergarten
USED = Unites States Education Department
VR = Verification Report